

~~SECRET~~

Executive Registry

1-7892

~~CONFIDENTIAL~~

24 April 1951

MEMORANDUM FOR: ADVISOR FOR MANAGEMENT

FROM: Assistant Director, CD

SUBJECT: Clerical Support for Book Procurement

1. Reference is made to the conversation on 23 April between [redacted] and the CIA Librarian regarding clerical support for the Library's book procurement program.

2. Most of the books published domestically which are requested by CIA Offices are now purchased on an accelerated basis involving telephone search, petty cash purchase, and daily pick-up of books from eight local booksellers. This procedure has eliminated the need for written preparation of purchase orders thereby achieving large savings for CIA in processing costs as well as making most books available to requestors in one or two days. More than 650 transactions, totaling 1317 items, were so procured during the month of March.

3. Responsibility for dealing directly with booksellers was assigned to the CIA Library on 5 February 1951 (Ref: Memorandum from Chief, Procurement to AD/CD dtd. 29 January 1951). Also transferred by this memorandum were the part-time services of a Clerk, formerly detailed to Procurement by Administrative Services for procurement activities. This detail was terminated 18 April 1951.

4. It is requested that a position of Clerk, GS-4, be added to the T/O of the Library's Book Branch. The duties of the position will include daily disbursement of \$200.00 in cash, and exercise of reasonable accuracy in the daily pick-up of an average of 65 publications in the greater Washington area. When not thus engaged, the Clerk will

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 4 NO CHANGE
 IN CLASS/DECLASS/CLASS CHANGED TO: TS S/C REF. JUST 22
 NEXT REV DATE 1/1/69 DATE 17/7/77 REVIEWER [redacted] RECD 02
 NO. PGS 2 CREATION DATE _____ ORG COM 201 OFL 52 ORG CLASS S
 REV CLASS C REV COORD. _____ AUTH: HR [redacted]

JAMES M. ANDREWS

CONCUR: [redacted]

Chief of Procurement

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MAY 8 1951
 MAY 5 1951
 APR 25 1951